



Leadership *Presentation* & Image Skills

Develop and deliver high-level presentations that are clear, compelling and effective.

Overview

- Organize thoughts quickly and present them persuasively
- Captivate audiences with a professional delivery style
- Overcome inhibitions and do things with a purpose
- Strategically build presentations to focus on customers' needs
- Control nervousness and think under pressure
- Handle Q & A situations
- Use appropriate facilitation techniques
- Distinguish oneself as a leader
- Learn differences between business casual vs. professional attire
- Learn the impact of first impressions, introductions and business handshakes
- Exchange business cards appropriately

Instruction Methods

- Multiple practice sessions for skill-building
- Videotaping with immediate one-on-one assessment and coaching

Class Size & Program Length

- All classes have an instructor-participant ratio that guarantees personal instruction
- Program length is two days
- Program cost is \$975 per person

Program Options

- Receive a corporate program tailored to your specific needs
- Personal coaching

Program Dates & Locations

February 16 & 17 { <i>Des Moines</i> }	August 9 & 10 { <i>Des Moines</i> }
March 8 & 9 { <i>Des Moines</i> }	September 20 & 21 { <i>Minneapolis</i> }
May 17 & 18 { <i>Des Moines</i> }	September 27 & 28 { <i>Omaha</i> }
June 15 & 16 { <i>Des Moines</i> }	October 19 & 20 { <i>Des Moines</i> }
July 19 & 20 { <i>Des Moines</i> }	December 6 & 7 { <i>Des Moines</i> }

Sample Agenda

Benchmark

Heighten your awareness of how you look and sound from the audience's perspective.

Physical Skills

Learn to control nervousness, overcome inhibitions and project your message.

Leadership Presence

Differentiate oneself as a leader.

Professional Image

Understand the impact of first impressions and key elements of image.

Strategizing Your Presentation

Analyze your audience to tailor information to fit the needs of the group. Prepare meeting logistics and prevent surprises on equipment and set-up.

Presenting with Visuals

Create visuals that show what you want to say, and present them with the confidence and conviction.

Facilitation & Dialogue Skills

Create a joint agenda to talk about what's most important to the audience.

Speaking Impromptu

Organize your point of view quickly to speak on the spot.

"Brief-The-Boss"

Position information as an asset to the Boss, and learn to use our format to help you get to your point quickly.

Q & A

Apply techniques to control the flow of information. Learn how to handle audience pressure.

ENROLL
TODAY!

Leadership *Presentation* & Image Skills

*Thousands of
successful people
have attended our
classes from
companies such as...*

Albertsons
Allstate Insurance
Aviva
Bank of America
Bankers Trust
BDO Seidman
Blue Cross & Blue Shield
Buena Vista University
Capital City Fruit
Carrier Access
Civic Center of Greater Des Moines
Creighton University
St. Peter Claver Cristo Rey
Drake University
Farm Bureau/FBL Financial
Farmers Mutual Hail Insurance Co.
Federal Home Loan Banks
First National Bank of Omaha
Graduate School of Banking
- University of Wisconsin-Madison
Great America Leasing
Homesteaders Life
John Deere
Johnson Controls
Meredith Corporation
Modine Manufacturing
Nationwide Insurance
Nippon Life Benefits
Norwegian Cruise Line
Pioneer
Principal Financial Group
Promontory Interfinancial Network
Raven Industries
Rockwell Collins
Silver Sea Cruises
Simpson College
St. Ambrose College
Supervalu
Team Quest
University of Illinois
Wellmark
Wells Fargo

Program Location

Name

Title

Organization

Phone

Fax

Email

Address

City

State

Zip Code

Additional colleagues who wish to attend

The program investment is \$975 which includes a non-refundable \$100 registration fee. Due to limited class size, no refunds will be given within 30 days of program start date. Participants may transfer to a future program after a \$100 transfer fee is received, as long as at least 30 days advance notice is given by the participant. Participants may send a replacement to attend the program without incurring a transfer fee. No-shows will forfeit the entire program investment paid.

For billing purposes, please fill out the information below:

Attention

Company

Address

City

State

Zip Code

For your Information:

- All programs are scheduled from 8 a.m. to 4:30 p.m. with one hour break for lunch.
- Tax deductions may be allowed for educational expenses, to maintain or improve professional skills. This includes registration, meals, travel, and lodging.
- Fees include all classroom materials. Attractive pricing available when programs are held exclusively at your company.

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